



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

January 28, 2003

TO: All Agencies
FROM: Candace Espeseth, Assistant Director
Budget Division
**SUBJECT: INSTRUCTIONS FOR DECEMBER 2002 QUARTERLY
ALLOTMENT VARIANCE REPORT**

RCW 43.88.110 requires the Office of Financial Management (OFM) to explain significant variances between agencies' allotted and actual expenditures and to report these explanations to the Legislature on a quarterly basis. To assist in this task, agencies showing a variance of 10 percent, or \$5 million, on the attached report should return to OFM an explanation of the over or underexpenditure(s). Keep in mind that unanticipated receipts and special allocations are not part of the official allotments and must also be explained as variances.

Variance explanations for the quarter ending December 31, 2002 should be returned to OFM no later than February 5, 2003. The narratives can be e-mailed, faxed or mailed to:

Dave Hoadley, Administrative Assistant
OFM Budget Division
PO Box 43113
Olympia, WA 98504-3113
Fax: (360) 902-0680
E-Mail: dave.hoadley@ofm.wa.gov

Please make sure your explanations identify specific reasons as to why funds are over or underexpended; and how and when the variance is expected to be resolved.

Questions about the variance report can be directed to Monica Jenkins at (360) 902-0561 or to your assigned budget analyst.

Attachment

